



Montgomery County, Virginia
Application for Zoning Approval of Sign Permit
755 Roanoke Street, Suite 2A, Christiansburg, VA 24073
Telephone: (540) 394-2148 Fax: (540) 381-8897

Landowner: _____	Applicant/Agent: _____
Telephone: _____	Telephone: _____
Fax: _____	Fax: _____
Address: _____	Address: _____
_____	_____
Email: _____	Email: _____

Property Information:		
Name of Business _____		
911 Address for Property _____		
Tax Parcel Number: _____	Zoning Class: _____	ID Acct. _____
Location of sign: _____		

Aggregate area of existing signage (in square feet): _____		
Aggregate area of proposed signage (in square feet): _____		
No. of existing free-standing signs: _____		
No. of proposed free-standing signs: _____		
Height of proposed sign(s): _____		
Electric connection required? _____	Foundation required? _____	

I have attached the following:	
<input type="checkbox"/> 1. Scale drawing of sign. A setback of ten (10) feet is required from all property lines.	
<input type="checkbox"/> 2. Drawings of wall signs, which indicate placement on building.	
<input type="checkbox"/> 3. Drawings of free-standing signs, which indicate height above grade and height of main structure on the premises.	
<i>I certify that the information supplied on this application and on the attachments provided is accurate and true to the best of my knowledge.</i>	
Owner's signature: _____	Date: _____
Applicant/ Agent's signature: _____	Date: _____

OFFICE USE ONLY:	
Date Received: _____	Fee Paid: _____
Approved by: _____	Date: _____
Permit Number: _____	
PERMIT NUMBER MUST BE PLACED IN THE LOWER RIGHT-HAND CORNER OF THE SIGN AND MUST BE READABLE FROM THE GROUND.	
Other county permits required: _____	

<i>Use</i>	<i>Parking Spaces Required</i>	<i>Loading Spaces Required</i>
Hospital	1.5 per employee on main shift; plus 0.5 per bed for in-patient services; plus 1.5 per 250 sq. ft. for out-patient services	1.0 per 100,000 GFA*
Manufacturing	1.2 per employee on main shift, plus any required spaces for office, sales or similar space	1.0 per 25,000 sq. ft. GFA* up to 500,000 sq. ft., plus 1.0 per 50,000 sq. ft. thereafter
Mini-warehouse	1.0 per 25 storage units; plus 3.0 spaces at the office	None
Storage warehouse, wholesale	1.0 per employee on main shift, plus any required spaces for office, sales, or similar space	1.0 per 25,000 sq. ft. GFA* up to 500,000 sq. ft., plus 1.0 per 50,000 sq. ft. thereafter

*Gross Floor Area, interior

**Gross Leasable Area

***Driveways to unit with garage countable as one space if driveway constructed to permit vehicle to pass space/ parked vehicle.

(Ord. No. 1999-12, §§ 4-400—4-403, 12-13-99; ORD-FY-08-18, 12-17-07)

Sec. 10-45. Sign regulations.

(a) *General provisions.*

- (1) *Purpose.* The purpose of these regulations is to regulate all signs placed for exterior observance, thus ensuring the conservation of property values, the consideration of the character of the various communities, the protection of safety and welfare of pedestrians and wheeled traffic, the provision of convenience to citizens and the encouragement of economic development. A sign placed on land or on a building for the purpose of identification, protection or directing persons to a use conducted therein is intended to be an integral but accessory and subordinate part of the principal use of land or building.

These regulations are intended to promote signs that are appropriate to the activity to which they pertain and are constructed and maintained in a structurally sound and attractive condition.

The regulations of this chapter are not intended to interfere with, abrogate or annul any law of the state relating to outdoor advertising nor to prevent application of the county's higher/stricter regulations.

- (2) *Permits required.* A sign permit is required prior to the display and erection of any sign unless it is excepted in subsection (3).

(3) *Permits not required.*

- a. Signs of a constituted governmental body, including traffic signs and signals, directional signs and regulatory signs.
- b. National or state flags or flags of other political units or of any civic, charitable, educational, philanthropic or similar group or movement; provided, that no freestanding pole shall be erected in the public right-of-way nor be within five (5) feet of a service drive, travel lane or adjoining street.
- c. Legal devices or warnings at railroad crossings.

- d. Freestanding signs or signs attached to a structure or tree, no more than one and one-half (1½) square feet in area, to warn the public against hunting, fishing, trespassing, dangerous animals, swimming, the existence or danger or such, when placed on the periphery of the property or at a location where the warning is necessary.
- e. Directional signs.
- f. The changing of messages on marquees and the repair of an existing permitted sign.
- g. Temporary signs as defined and as specified herein may be used in every zoning district unless otherwise prohibited:
 - 1. One (1) contractor's sign per job site, no more than twelve (12) square feet in area, located on the property on which the work is being done.
 - 2. One (1) real estate sign per lot, advertising the sale, rental or lease of the premises, or part of the premises on which the sign is displayed, no more than twelve (12) square feet in area.
 - 3. Official notices or advertisements posted or displayed by or under the direction of any public or court officer in the performance of official or directed duties; provided, that all such signs shall be removed no more than ten (10) days after their purpose has been accomplished.
 - 4. Political campaign signs, no more than twelve (12) square feet in area, on any privately owned lot or parcel.
 - 5. Temporary signs, no more than twelve (12) square feet, announcing a campaign drive or an event of a civic, philanthropic, educational or religious organization; provided, that the sponsoring organization shall ensure proper and prompt removal of such sign within five (5) days after drive or event.
 - 6. Temporary signs, no more than twelve (12) square feet in area, featuring such announcements as "Grand Opening," "Under New Management" or "Going Out of Business"; provided, they are displayed for no longer than thirty (30) days and removed on the thirty-first day.
 - 7. Window signs advertising weekly specials or special services offered for a limited time by a business establishment and then promptly removed.
- (4) *Prohibited signs.* All signs not specifically permitted are prohibited, including, but not limited to, the following:
 - a. Moving signs of which all or any parts move by any means, including, but not limited to, flashing or rotating signs, propellers, discs and such, but excluding pennants and signs indicating time and temperature. This prohibition shall not apply to the hands of a clock, a weathervane or flags as provided in subsection (3).

MONTGOMERY COUNTY CODE

- b. Any sign that uses the word "stop" or "danger" or otherwise presents or implies the need or requirement to stop or cautions of the existence of danger or which is a copy of, imitation of or which for any reason is likely to be confused with any sign displayed or authorized by a public authority.
 - c. Any nonshielded illumination of a sign within two hundred (200) feet of an A-1, C-1, R or PD-RES district.
 - d. Illuminated tubing or strings of lights solely for the purpose of illumination, except when displayed as decorations during the months of November through January. This includes any lighting arrangement which outlines any portion of a building or structure by exposed tubing or strings of light.
 - e. Any sign that violates any provision of the Montgomery County Code, Buildings and Structures or the Virginia Uniform Statewide Building Code.
 - f. Any sign that is attached to a tree, except official notices or announcements as provided in subsection (3).
 - g. Any sign that is attached to a utility pole, rock, curbstone, sidewalk, lamppost, hydrant, bridge, highway marker or other signs, except official notices or announcements as provided in subsection (3).
 - h. Any sign that projects beyond a lot line.
 - i. Any sign not meeting sign setback regulations or within any public right-of-way.
 - j. Any sign that overhangs and has a minimum clearance of less than ten (10) feet above a walkway or fifteen (15) feet above a driveway, alley or travel lane.
 - k. Any sign located in the vision triangle formed by any two (2) intersecting streets, or of a commercial entrance and a public street as regulated by section 10-41(11) provisions.
 - l. Roof signs.
 - m. Any sign erected to a height higher than the maximum building height allowed in the respective zoning district.
 - n. Any sign which projects more than four (4) feet from the building to which it is attached, or extends above the roof line.
- (5) *Measurement of sign area, allowable sign area.*
- a. *Measurements of sign area:* The area of a sign shall be that contained within the outside measurement of the perimeter of the display area of the sign, the total area of which is in the smallest square or squares, rectangle or rectangles, triangle or triangles which will contain the entire sign including lighting but excluding supports or sign background whether lighted or not. The area of a sign with two (2) sign faces shall be computed according to the following:
 - 1. If the sign faces are separated by an interior angle of forty-five (45) degrees or greater, all faces shall be included in computing the area of the sign.

2. If the sign faces are separated by an interior angle that is less than forty-five (45) degrees, the area of one (1) face shall be used when the two (2) faces are equal in area. The area of the larger face shall be used when the two (2) faces are unequal in area.
 3. If the sign faces are parallel to one another, the area of one (1) face shall be used when the interior distance or space between the two (2) faces is eighteen (18) inches or less. The area of all faces shall be used when the interior distance or space between the two (2) faces is greater than eighteen (18) inches.
 - b. *Measurement of allowable sign area:* Supports, uprights or structures on which any sign is supported shall not be included in determining the sign area unless such supports, uprights or structure are designed in such a way as to form an integral background of the display; except, however, when a sign is placed on a fence, wall, planter, or other similar structure that is designed to serve a separate purpose other than to support the sign, the entire area of such structure shall not be computed. In such cases, the sign area shall be computed in accordance with the preceding provisions. In instances where there are multiple tenants or users on a property or in a building, allowable sign area for all parties shall not exceed the maximum sign area computed as if there were a single tenant or user.
- (6) *Nonconforming signs.*
- a. No nonconforming sign shall be enlarged nor be worded so as to advertise or identify any use other than that in effect at the time it became a nonconforming sign.
 - b. Signs lawfully existing on the effective date of this chapter or prior ordinances, which do not conform to the provisions of this chapter, and signs which are accessory to a nonconforming use shall be deemed to be nonconforming signs and may remain except as qualified below. Such signs shall not be enlarged, extended or structurally reconstructed or altered in any manner, except a sign face may be changed so long as the new face is equal to or reduced in height and/or sign area. The burden of establishing nonconforming status of signs and of the physical characteristics/location of such signs shall be that of the owner of the property. Upon notice from the zoning administrator, a property owner shall submit verification that sign(s) were lawfully existing at time of erection. Failure to provide such verification shall be cause for order to remove sign(s) or bring sign(s) into conformance with current ordinance.
 - c. Nothing in this section shall be deemed to prevent keeping in good repair a nonconforming sign; provided, however, that no nonconforming sign which has been declared by the zoning administrator to be unsafe because of its physical condition, as provided for in this chapter, shall be repaired, rebuilt or restored unless such repair or restoration will result in a sign which conforms to all applicable regulations.

- d. No nonconforming sign shall be moved for any distance on the same lot or to any other lot unless such change in location will make the sign conform to the provisions of this article.
 - e. If a nonconforming sign is removed, the subsequent erection of a sign shall be in accordance with the provisions of this article.
 - f. A nonconforming sign that is destroyed or damaged by any casualty to an extent not exceeding fifty (50) percent of its replacement value may be restored within two (2) years after such destruction or damage but shall not be enlarged in any manner. If such sign is so destroyed or damaged to an extent exceeding fifty (50) percent, it shall not be reconstructed except for a sign which would be in accordance with the provisions of this article.
 - g. A nonconforming sign that is destroyed or damaged by any casualty to an extent not exceeding fifty (50) percent of its appraised value may be restored within two (2) years after such destruction or damage but shall not be enlarged in any manner. If such sign is so destroyed or damaged to an extent exceeding fifty (50) percent, it shall not be reconstructed except for a sign which would be in accordance with the provisions of this article.
 - h. A nonconforming sign which is changed to or replaced by a conforming sign shall no longer be deemed nonconforming, and thereafter such sign shall be in accordance with the provisions of this article.
 - i. A nonconforming sign shall be subject to the removal provisions of section 10-47. In addition, a nonconforming sign shall be removed if the structure to which it is accessory is demolished or destroyed to an extent exceeding fifty (50) percent of its appraised value.
 - j. The ownership of the sign or the property on which the sign is located shall not, in and of itself, affect the status of a nonconforming sign.
- (7) *Setback.* Minimum setback from public right-of-way for all signs shall be ten (10) feet. Signs are not permitted in required side yards.
- (8) *Maximum height.* Signs shall not be greater in height than the building upon which it is mounted. If freestanding and at existing grade, then signs shall not be greater than twelve (12) feet in height. Signs not at existing grade shall not exceed twelve (12) feet in height if ground mounted nor fifteen (15) feet if pole mounted, inclusive of berm, above edge of pavement adjacent to such sign. In cases where normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the premises, whichever is lower. If the land is uneven, an average elevation will be used at the base of the sign. Signs on penthouses, cooling towers or other rooftop appendages are prohibited.

- (9) *Lighting.* All lighting for signs shall not cause a glare onto adjacent properties or oncoming traffic.
- (10) *Monument signs.* The base of a monument sign is the structure or apparent structure in direct contact with the ground that supports or appears to support the message portion of a monument sign. All monument signs shall have a minimum base height of eighteen (18) inches and a maximum of four (4) feet. The width of the base shall not exceed twice the height of the total structure and shall not extend more than one (1) foot beyond either outside edge of the message portion of the sign. The minimum width of the base shall be one-half the width of the message portion of the sign.

(b) *Permitted signs by use and district.*

- (1) *Number of signs, aggregate sign area.* Except for business and general advertising signs or unless otherwise provided, these regulations shall be interpreted to permit one (1) sign for each permitted use on the lot or premises. For business and general advertising signs, these regulations shall be interpreted as the maximum aggregate area of such signs permitted on the lot or premises subject to the following requirements:
- No more than one (1) freestanding sign shall be erected on any one (1) lot or premises with the exception of shopping centers.
 - Where two (2) or more individual businesses share a common lot or premises it is the responsibility of the property owner to allocate sign sizes in conformance with the maximum aggregate area requirements listed within the sign matrix at subsection (b)(2), following herein.
- (2) *Sign matrix.* The following sign matrix indicates the type and maximum aggregate sign area (in square feet) of signs permitted in each zoning district. With the exception of special districts, if the sign matrix gives no numerical value, then the indicated type of sign is not permitted in the indicated zoning district:

Sign	Zoning District								PIN, PMR, RSE and All PUD**
	C-1	A-1	R-R	R-1, R-2	R-3	RM-1	CB, GB	M-1, M-L	
Business		20	20				50*	50	
Church	50	50	50	50			50		
Identification	6	6	6	6	6	6	6	6	6
Home occupation	4	4	4	4	4				4
General advertising							100*	300	
Location/direc- tion	4	4					10	10	

MONTGOMERY COUNTY CODE

	Zoning District								
Sign	C-1	A-1	R-R	R-1, R-2	R-3	RM-1	CB, GB	M-1, M-L	PIN, PMR, RSE and All PUD**
Farm identification	25	25	25						
Residential project***		24	24	24	24	24			
Temporary	6	6	6	6	6	6	32	32	6
Portable							32	32	

*If there are no general advertising signs on the premises, then the maximum aggregate area of all business signs permitted is increased to one hundred fifty (150) square feet.

**Size and type of signs will be as for most similar base district or variations as determined by the board of supervisors at time of rezoning and incorporated in approved development plans.

***Residential project to include subdivision, multifamily housing and planned mobile home park signs.

(3) *Supplementary sign regulations.*

- a. *Shopping centers:* In addition to all other permitted signs, shopping centers with more than one hundred thousand (100,000) square feet of retail space under one (1) roof may have wall signs to identify tenants occupying at least twenty-five thousand (25,000) square feet of floor space subject to the following:
 1. Permitted wall signage size shall not include permitted business locations signs of ten (10) square feet or less;
 2. For walls up to six thousand (6,000) square feet, the maximum size of the permitted wall signs shall be the cumulative of either five (5) percent of the area of the wall or two hundred (200) square feet, whichever is smaller; or
 3. For walls over six thousand (6,000) square feet in size, the maximum size of the permitted wall signs shall be the cumulative of either two hundred (200) square feet plus two (2) percent of the area of the wall over six thousand (6,000) square feet or three hundred (300) square feet, whichever is smaller;
 4. No more than one (1) freestanding sign shall be erected for each abutting street frontage in a shopping center;
- b. *Medical facilities:* In addition to other permitted signs, medical facilities approved with a special use permit may be permitted a business sign with aggregate area of one hundred (100) square feet and both identification and location/directions signs with sign areas of twenty-four (24) square feet each.